



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **INTERNAL DEPARTMENTAL TRANSFERS/PROMOTIONS ONLY STAFF SERVICES ANALYST**

**\$2,507 - \$3,957**

**PRODUCER LICENSING BUREAU  
SACRAMENTO**

**REVISED**

**REVISED**

### **RESPONSIBILITIES:**

Under the general direction of the Manager, Processing, Insurance Adjuster, and Inquiry Programs, the incumbent will be part of a unit that serves to identify, and participate in the implementation of, business process improvements for the Department's Producer Licensing Bureau (Bureau). The incumbent will act as the Business Entity program expert for information technology projects affecting the Bureau. Tasks may include but are not limited to: analyzing current business processes in the Bureau to identify, recommend, and implement improvement opportunities; processing company appointments submitted through the National Producer Registry's Producer Information Network; and ensuring that corrections, when needed, are made to the licensees' automated records.

### **DESIRABLE QUALIFICATIONS:**

Candidates should possess experience in performing analytical assignments; working with an automated licensing system; knowledge of various business entity types such as corporations, general partnerships, limited liability companies; strong verbal and written communication skills; good interpersonal skills; ability to work both independently and as a team player; flexibility and willingness to perform a variety of assignments ranging from analyzing and recommending improvements to existing businesses processes, processing electronic insurance company appointments, and participating on information technology improvement projects involving the Business Entity application process. Candidates should also possess personal computer experience including software applications such as Microsoft Word, Excel, and PowerPoint.

### **WHO MAY APPLY:**

Applications will be accepted only from current California Department of Insurance employees at the Staff Services Analyst level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., reemployment, transfer, list eligibility or Training and Development Assignment) on the state application.***

### **APPLICATION PROCEDURE:**

Send a completed standard State of California application to Angela Steele, Department of Insurance, 300 Capitol Mall, Sacramento, CA 95814 – Human Resources. **Please indicate "Staff Services Analyst, 413-145-5157-XXX" on the State application.** For additional information, please call (916) 492-3433.

**FINAL FILING DATE:**      **May 22, 2003 or Until Filled**

**NOTE:**      **Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

BW04/21/03

R5/12/03